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STATE FUND MONTANA

MONTANA GUARDIAN

"Serving Montana Employers and Employees"

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Volume 02 Number 03

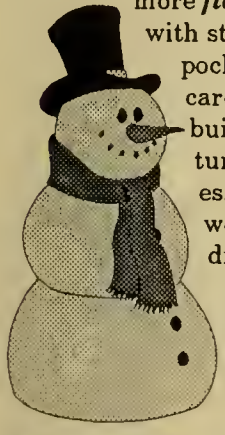
SAFETY TIPS

With the on-set of winter, yes, a bit early this year, it is time to think about slick sidewalks and roads. Here are a few suggestions to help hold down the number of slips, slides and falls, many of which can cause considerable pain and suffering.

I am sure we have all had real fun getting around the last couple of weeks. Just getting from the building to parking lots has proven to be something of an experience. When you know you are going to have to drive and walk under these conditions, one of the main things to remember is ***slow down.***

Give yourself some extra time to get wherever it is you are going. ***Be more alert*** as to your surroundings and to what other people are doing. Make sure you ***clean car windows***, not just a small piece of the windshield for you to peek through, but ***all*** of your windows so you can see. Remember to pump your brakes when attempting to stop on icy streets and roads. If you slam on the brakes under such conditions, chances are very good, you will lock the wheels, go into a slide and be out of control. Make sure your vehicle is in good condition. Have appropriate tires, this tends to make driving safer.

If you have to walk, even for very short distances, ***wear shoes or boots*** with soft, flexible soles which will provide as much non-slip as possible. ***Do not attempt to walk in high heels,*** carry them with you and wear snow boots. Walk more ***slowly*** and more ***flat-footed.*** Don't fill your arms with stuff or keep your hands in your pockets. ***Use hand rails.*** Be very careful when ***entering or leaving*** buildings, as the change in temperatures can create very slippery surfaces. In general, three rules will serve well when moving around, whether driving or walking on slick surfaces. They are: ***1) move slowly, 2) Watch where you are going and 3) pay attention to what is going on around you.***



CHRISTMAS PARTY

MAKE PLANS TO ATTEND

We have now finalized the majority of arrangements for the second annual State Fund Christmas Party. This extravaganza will be held on the second floor of Rose's Cantina on Saturday, December 7, 1991, at 6:00 pm. ***LET'S MAKE THIS THE BEST EVER.***

Again this year, we have a really great cross-stitch wall hanging created by Taunya Goodsell which will be raffled off. The price for raffle tickets is $1.00 each or six (6) for $5.00. Get your tickets early, the drawing will be during the party. Crystal, Harold and Taunya will have tickets available and the cross-stitch can be seen in Taunya's office on second floor. There will also be a variety of door prizes, your purchase of a party ticket and attendance will get you a chance on some great prizes.

Dress will be semi-formal, so, get your "good" duds ready, find a companion and join the fun. Tickets are $7.50 each. We hope this will provide an opportunity for many more people to attend.

A toddy or two, food, music, dancing and general good fellowship will all be available. ***SEE YA'LL THERE!!*** For more information and tickets, both party and raffle, contact Crystal or Harold.

happy holidays!

PLEASE RETURN

Message from the President . . . .

Patrick J. Sweeney

If you, a State Fund employee, are injured on-the-job, it is your responsibility to notify your supervisor as soon as possible after the incident. Be sure to give complete details as to when, where and how the injury occurred. Failure to report an injury in a timely manner can result in denial of your claim.

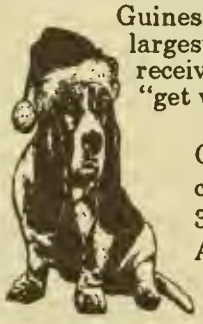
Your supervisor is responsible for completion of the Employer's First Report of Injury. You can sign in the space provided at the bottom of the form, which is your Claim for Compensation, or you can complete a separate "claim" form. The completed form should then be given to Jim Murphy, Executive Vice President, who is the only person authorized to sign the form as the employer. Debbie Svaldi, Personnel Director, will supply the necessary wage information.

Once the file is set up, it will be kept separate from the main file room and only a few people will have access. Barb King, Administrative Assistant II, has custody of the file. Any questions should be directed to Pete Strizich who is the claims adjuster. Donna Nelson will arrange for payment of all medical bills. If questions arise requiring investigation, the file will be referred to an outside adjuster. Any settlement or award will be authorized by the State Fund President.

This process is designed to maintain confidentiality and to keep "in house" claims "out of the loop" from other claims. It protects your rights and benefits as well as establishing a method to properly handle your claim while maintaining your privacy.

HELP A WISH COME TRUE

Craig Shergold has a special wish. Craig is a seven year old boy with a brain tumor and has very little time to live. Craig's wish as expressed to the Children Wish Foundation is to have an entry in the Guiness Book of World Records for the largest amount of "get well" wishes ever received by an individual. You may send "get well" wishes to:



Craig Shergold
c/o Children Wish Foundation
3200 Perimeter Center East
Atlanta, GA 30346

SPECIAL DRESS DAY

We are all aware of the tremendous proliferation of very attractively designed and decorated sweatshirts for the special occasion of the Holiday Season over the last several years. Since many of our employees own at least one of these attractive pieces of apparel, it has been suggested there be a "special day" set aside on which such garments would be worn.

This suggestion has been taken to upper management and has received approval. Christmas Eve Day, December, 24th, has been designated as the special day. Please show up in all such finery. But, no blue jeans.

NEXT NEWSLETTER DEADLINE

Our next employee newsletter will be available on February 3rd. Due to holidays and vacations, the deadline for articles is January 17th. Articles are to be given to Harold Gilbertson.

STATE FUND MONTANA

MONTANA GUARDIAN

The State Fund **"Montana Guardian"** is an official employee newsletter published by the State Compensation Mutual Insurance Fund for the purpose to educate and keep State Fund employees informed on the workers' compensation industry, especially the State Fund.

Editor	Jim Murphy, Executive Vice-President
Managing Editor	Harold Gilbertson, Information Services Division Director
Contributors	Debbie Svaldi, Personnel Manager Ed Glenn, Computer Programmer Analyst II Tor Gudmundsen, LAN Manager
Technical Editor & Layout	Pietr Zwolle, Management Analyst 1

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Letters to the Editor of the Montana Guardian will be accepted from current State Fund employees. Letters to the Editor are to be submitted to Harold Gilbertson by the article deadline date and must include the employee's name, section and department name, and office phone number. Letters without the author's name, section and department name and office phone number will not be published. Letters deemed inappropriate to the goals and objectives of the Montana Guardian or State Fund will be returned to the author with an explanation why it was rejected. Due to space constraints, some letters may appear in a later issue. Letters to the Editor do **NOT** reflect the policy or official positions of either the Board of Directors or the management of State Fund.

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DATABASE DITTIES

A recent change to the Medical Profile Information screens has made it possible for you to inquire on a Payee's name and city, and on the text description for a diagnostic code, or a procedure code, or pharmaceutical code. And you can do all this while you are inquiring on an accident's medical profile!

From the Main Menu, you find your way to this miracle of technology by pressing PF 15 - Medical Inquiry. Once you are at the Medical Inquiry Menu, you key in a claim number and press PF 9 for Authorized Payees/Diagnostics. On this screen you will find all the approved diagnostics and payees for the claim. Beside each you will see a dash ' - '. Put a ' s ' in the space of the dash and press enter. At the bottom of the screen you will see either the payee name and city, or the text description of the diagnostic, depending on what you 's'elected. The same method can be used when you have chosen PF 10 - Procedures or PF 11 - Drugs. On each you put an ' s ' in the proper place and presto: 'instant info.'

Of course, you can find out this and more about payees, procedures, drugs, and diagnostics by using PF keys 2 through 8 from the Medical Inquiry Menu. But that's a story for another ditty.

Quick medical inquiry - another Database Ditty.

TRAINING

Training Request Forms (SF-MIS LF 025A) are available from the State Fund Personnel Office. These forms are used to request training from the Professional Development Center or other private companies such as CareerTrack, ISD and National. Notices of available up-coming training are posted on the third floor bulletin board next to the job vacancy notices.

DRIVE *SAFELY* OVER THE HOLIDAYS!

We want to remind all employees to drive safely over the roads this holiday season. Road conditions can change very quickly and Montana's weather can take lives just as quick. We treasure you as employees and want to have you back after the holidays. Drive safely and enjoy your holiday.

PEOPLE ON THE MOVE

Over the last month or so, we have had a number of people change offices. Since you may have need of the services provided by these people, here are their new locations. Maintenance Supervisor Fred Lubke has moved to the second floor near the Mail Room. Microfilm Clerk Mitzie Darlow has moved into the office space in the basement where Fred was previously located. Their phone numbers will remain the same as before.

Another item which may be of interest are some changes which have taken place involving Management Information Services (MIS). It now has a department status within the Fund and is divided into three Divisions: 1) Programming and Systems Analysis, 2) Systems Administration and 3) Information Services.

The Programming and Systems Analysis Division is now under the leadership of Jeff Holm, one of our newest employees, dealing with all aspects of programming and mainframe systems work. Systems Administration is headed by Dave Swenson and is concerned with such things as our WANG system, Local Area Network (LAN), computer systems security, input and output control and user support. Information Services is responsible for putting together a series of policy, operational and technical manuals as well as forms for use by a great many of us. This Division, staffed by Harold Gilbertson and Pietr Zwolle, who are also responsible for records management, forms design and a wide variety of reports, statistical analysis, press releases and numerous other services designed to smooth our overall operations. Harold's phone number remains the same as before.

PERSONNEL ACTIONS

FROM SEPTEMBER 10 ,1991
TO NOVEMBER 15, 1991

NEW HIRES

Benefits Department

Dennis Small	Claims Exam. I
Barbara Holshue-Dudley	Word Processing Op. II
Barb Johnson	File Clerk II
Keith Warner	File Clerk II
Becky Barker	File Clerk II
Carlene Ashley	File Clerk II
Colleen Johnson	Word Processing Op. II

Underwriting Department

Carrie Castle	Administrative Clerk II
Kay Haugenoe	Audit Field Representative I

Legal Department

Bonnie Ward	File Clerk II

Administration & Finance Department

Cheryl Bristow	Data Entry Op. III

Management Information Services Department

Jeff Holm	Programming & Systems Analysis Director

PROMOTIONS

Fran Hartman	Claims Assistant III
Randy Marcus	Programmer Analyst II
Jane Lehmer	Program Assistant II
June Dosier	Programmer Analyst I
Karen Wegner	Administrative Clerk II

LEFT

Dave Watt	Windy Anderson
Linda Mowatt	Bud Robbins
Donna Deming	Shirley McAtee
Nancy O'Hern	

IN APPRECIATION

We would like to take this opportunity to express our sincere appreciation and thanks for a job well done to all of the people throughout the State Fund who so willingly exerted the extra time to get the purging process completed and to catch up on a backlog in the file room. Thank you for all your efforts.

File Room Management

LAN UPDATE: SLOWDOWNS

LAN users may be experiencing system slowdowns and rather strange occurrences such as "Almost out of Disk Space" and "Out of Disk Space" messages. The reason for these problems is related to the fact our server (main PC in a LAN) disk space is used up. New disk space is on the way and expected to be installed by Thanksgiving.

We apologize for any problems you may have experienced when using telecommunication through Windows. We are still working with ISD to resolve these problems, and hope theys will be solved shortly. We hope you will help us track the problems you experience with the Windows telecommunication by reporting any problems by calling us at 6504.

Operations will shortly evaluate a new release of Word for Windows and make recommendations to upgrade or not to upgrade. The new release will be demonstrated for interested parties in the Computer Training Room in the basement as soon as we have evaluated the software.

STATE FUND MPEA

Paul Bogumill, Claims Examiner II, is the newly elected President of the State Fund Chapter of the Montana Public Employees' Association. Bob Silberling, Claims Examiner I, was elected Vice-President and Crystal Murphy, Accounting Specialist I, will serve as Secretary.

State Fund Chapter members also approved a new bylaw amendment. This bylaw amendment sets the terms of officers at two (2) year periods, which coincide with contract cycles.

The Chapter is now forming standing committees on Training, Executive Chapter, Membership and Negotiations. All members in good standing of the State Fund MPEA are eligible for committee membership and are encouraged to apply. Members interested in serving on any of these committees should contact Paul, Bob or Crystal for additional information.

"An informed and active union is crucial in order to develop a good working relationship between staff and management. Get involved."